

TIPS TO A SUCCESSFUL RECYCLING PROGRAM AND WAYS TO REDUCE WASTE

- ✓ Recycling is a team effort! Have a staff meeting to kick off new program – make sure everyone is aware of new program and how to participate.
- ✓ Recycling bins should be next to **every** trashcan. This makes it easy to recycle and prevents contamination in either of the bins. You may find that you don't need as many trashcans!
- ✓ List acceptable items on each bin. Use pictures and words.
- ✓ Place "items to recycle" signs in breakrooms and other employee gathering areas. Also place "We recycle" signs in public areas for your customers and clients to see.
- ✓ Use both sides of paper before recycling – turn into scrap paper, use for incoming faxes, for draft printing, or for fax cover sheets.
- ✓ Buy recycled products and buy in bulk – office paper, paper towels and toilet paper, garbage bags, and toner cartridges are just a few. For more information contact WasteCap of MA at www.wastecap.org/wastecap/Programs/RPPC/RPPC.htm or call (617) 236-7715.
- ✓ Reuse shipping supplies like boxes, packing paper, Styrofoam pellets, and pallets.
- ✓ Reuse office supplies: place old binders, file folders, and other office supplies in a central location and encourage employees to "shop" at the mini-reuse center.
- ✓ Eliminate disposable items in your breakroom/lunchroom. Encourage employees to bring in old dishes, silverware, and glasses.
- ✓ Circulate and share publications to avoid duplicate ordering. Call the publishing company if more than one person in your office is receiving the same publication.
- ✓ Reduce your paper use: store files on diskettes, use a fax/modem to receive and send faxes via your computer, and use voice mail or electronic mail rather than paper memos.

